

JOB DESCRIPTION
MURFREESBORO PARKS AND RECREATION DEPARTMENT
PART-TIME SHOP MANAGER

1. TITLE: PART-TIME SHOP MANAGER

2. DEFINITION: The part-time Shop Manager is responsible for the operation of the concessions and gift shop area including ordering, receiving and stocking of goods and supplies. The employee assists in the scheduling of the part-time shop clerks, provides the public with park information, and rents equipment and reserves assigned facilities for group and individual rentals. Duties also include receiving monies and giving correct change in the course of operating the shop/concession area. The employee is responsible for maintaining the shop, restrooms and other assigned areas in a neat and orderly manner. The employee is under the direction of the Program Coordinator. All employees are responsible to the City Manager. This position is classified as Non-Exempt for the purposes of the Fair Labor Standards Act. As Non-Safety Sensitive, the employee is subject to reasonable suspicion, post-accident (incident), return-to-duty and follow-up drug and alcohol testing.

3. EQUIPMENT/JOB LOCATION:

- a. The employee operates equipment such as, but not limited to, a telephone, fax machine, computer, cash register, calculator, microwave oven, coffee maker, mops, brooms, and other related equipment and appliances.
- b. The employee works indoors and outdoors at the assigned facility. The employee may be exposed to cleaning chemicals. All City facilities and vehicles are tobacco-free.

4. ESSENTIAL FUNCTIONS OF THE JOB:

- a. Maintains inventory including ordering, receiving and stocking of merchandise.
- b. Maintains accurate records pertaining to the inventory and forwards invoices, purchase orders, packing lists, etc. to proper staff.
- c. Assists the Program Coordinator in the scheduling of part-time staff.
- d. Supervises part-time staff as needed.
- e. Operates a cash register including completing daily cash register report and filling out deposit slips.
- f. Greets customers in a pleasant and courteous manner.
- g. Takes money for purchases, rentals and classes/activities and gives correct change.
- h. Cleans and maintains area in and around the facility on a daily basis.

- i. Answers telephone in a professional manner.
- j. Operates City vehicle to run errands.
- k. Sits, stands, stoops and walks intermittently and lifts objects weighing up to twenty-five (25) pounds.
- l. Provides accurate information to patrons about the park and related facilities such as classes, special events, facility information, fees, etc., in a friendly and cooperative manner.
- m. Reserves the meeting room, campgrounds and trail areas as assigned in accordance with departmental policy.
- n. Opens and closes the shop/concession areas as needed.
- o. Trains other part-time staff in the proper operation and policies and procedures of the shop/concession facility.

5. ADDITIONAL EXAMPLES OF WORK PERFORMED:

- a. Performs other duties and special projects as assigned.

6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- a. Must be at least eighteen (18) years of age.
- b. Must possess a driver's license valid in the State of Tennessee and the ability to safely operate a motor vehicle.
- c. Must have legal authorization to work in the United States of America.
- d. Must not have been convicted of, pleaded guilty to, or entered a plea of *nolo contendere* to any felony charges or to any violation of any federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling or controlled substances.
- e. Must not have been convicted of, pleaded guilty to, entered a plea of *nolo contendere* to, or received judicial diversion for any misdemeanor charges involving DUI/DWI or alcohol, or use, possession, manufacture, or sale of controlled substances or drug paraphernalia within the past five (5) years.
- f. Graduation from an accredited high school or its equivalent.
- g. Experience working in retail, including maintaining inventory, is preferred.
- h. Ability to work a flexible schedule, with some holiday and weekend work required.
- i. Knowledge of or the ability to learn how to operate a cash register and computerized cash and inventory system.
- j. Knowledge of and the ability to count money and make accurate change.
- k. Ability to report to work as scheduled and notify the appropriate individuals in advance if unable to work.
- l. Ability to establish and maintain an effective working relationship with the public and other employees.

- m. Literacy in English with the ability to understand, carry out and give oral and written instructions.
- n. Ability to communicate effectively with the public.
- o. Ability to concentrate and accomplish tasks despite interruptions.
- p. Ability to learn and follow city policies and regulations.
- q. Ability to maintain the shop area including mopping, sweeping, dusting and cleaning of equipment.
- r. Ability to answer the telephone in a pleasing manner.

Non-Exempt
Non-Safety Sensitive
July 25, 2008